TIPSS-2
Treasury Information Processing
Support Services

- **Managing TIPSS Tasks –**

- Responsibilities as linked to project life cycle
  - Initiating
  - Planning **(COTR)**
  - Executing **(COTR)**
  - Controlling **(COTR)**
  - Close-out

- Managing TIPSS Tasks –

- **COTR Role (Planning Phase)**
  - Developing Requirements (SOW)
    - Determining the Scope
    - Identifying Deliverables & Work Products
    - Establishing Period of Performance
    - Establishing Specific Acceptance Criteria
    - Identifying GFP/GFI
    - Providing Government Cost Estimate
  - Generating Funding Resources
  - Obtaining Management Approvals
  - Identifying customer specific evaluation criteria for competitive requirements
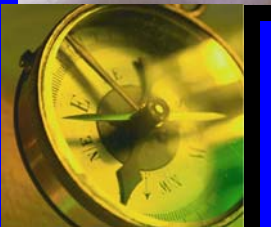
TIPSS-2
Treasury Information Processing Support Services

- Managing TIPSS Tasks -

- **COTR Role (Executing)**
  – Reviewing Technical & Cost Proposals
  – Clarifying Technical Requirements
  – Assisting with Negotiations
  – Developing Communications Paths
  – Developing a Schedule of Deliverables
  – Establishing Status Meetings
  – Assuring Contractor has a Current Facility Security Clearance
 – Assuring Contractor Work Space

- Managing TIPSS Tasks -

- **COTR Role (Executing) cont'd**
  - Receiving, Inspecting & Accepting of Deliverables
  - Assuring Prompt Review and Approval of Draft Reports
  - Confirming all Significant Technical Instruction to the Contractor
  - Ensuring that Changes in the Work or Service are Accomplished by Written Agreement issued by the Contracting Officer
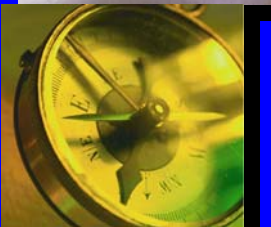
- Managing TIPSS Tasks -

- **COTR Role (Controlling)**
  - Maintaining a Contract Work File
  - Monitoring Financial Management Controls
  - Coordinating with the Program Office All Action(s) Relating to Funding and/or Changes in Scope of Work
  - Evaluating the Contractor's Request for Travel
  - Reviewing and Verifying the Contractor's Invoices for Hours Expended and Costs Incurred

- Managing TIPSS Tasks -

- **COTR Role (Controlling) cont'd**
  - Informing the Contracting Officer when a Contractor is Behind Schedule & Coordinating Corrective Action to ensure Contract Schedule
  - Monitoring the Contractor's Performance to ensure Performance is within the Scope of the Contract
  - Reviewing Monthly Status Reports of Work Completed, Cost Incurred, Hours Expended, and Issues Noted